

**CATCH PREP CHARTER HIGH SCHOOL
Regular Board Meeting**

4120 11th Avenue, Los Angeles, CA 90008

Monday, December 11, 2023 at 5:00 p.m.

*To join the video meeting, click this link: <https://meet.google.com/fof-gpps-nos>
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NOTICE OF THIS BOARD MEETING IS POSTED ON OUR WEBSITE

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Public Comment: *The Board adopts reasonable regulations on public comments. Comments should be limited to 3 minutes. The total time allotted for public comment will not exceed fifteen (15) minutes. Unless an item has been placed on the published agenda in accordance with the Brown Act, there shall be no action taken, nor should there be comments on, responses to, or discussion of a topic not on the agenda. The Board members may: (1) acknowledge receipt of information/report; (2) refer to staff with no direction as to action or priority; or (3) refer the matter to the next agenda.*

AGENDA

I. PRELIMINARY

- A. Call to Order
- B. Roll Call
- C. Approval of the Minutes from Previous Meeting

II. PUBLIC COMMENT

III. UNFINISHED BUSINESS

- A. None

IV. ITEMS SCHEDULED FOR BOARD APPROVAL

- A. 2024-25 Proposition 39 Facilities Acceptance Letter *Ms. Smith*
- B. FY23 Audited Financial Report *Ms. Brittany*
- C. FY24 First Interim Financial Report *Ms. Brittany*
- D. Charter School Compliance Monitoring 2023-2024 *Ms. Smith*

V. ITEMS SCHEDULED FOR INFORMATION

- A. Brown Act and Board Member Training Documentation Review *Ms. Brittany*
- B. Fiscal Monitoring Reports *Ms. Brittany*

VI. ADJOURNMENT

**CATCH Prep Charter High School
Board of Directors Meeting
4120 11th Avenue, Los Angeles, California 90008**

MINUTES of the December 11th, 2023 Meeting

The regular meeting of the Board of Directors of CATCH Prep Charter High School was held on Monday, December 11th, 2023 in person at Catch High School. Present were:

Members:

Dr. Isaac Gates,
Ms. Debra Shaw, CPA
Mrs. Joan Humphrey
Mr. Willie Kimbell
Ms. Andreda Pruitt

Guests:

Ms. Brittany Brandon, Financial Administrator
Patricia Smith, Executive Director
Ms. Noelle Taniguchi, Special Education Coordinator

I. PRELIMINARY

A. Call to Order

President Shaw called the meeting to order at 5:06 p.m.

B. Roll Call

	Present	Absent
Ms. Andreda Pruitt, Vice President	X	
Mrs. Joan Humphrey, Secretary	X	
Dr. Isaac Gates, Member		X
Mr. Willie Kimbell, Member		X
Ms. Debra Shaw, Member	X	

C. Approval of the Minutes from the Previous Meeting

Minutes of the previous meeting were reviewed and read. Ms. Shaw moved that the minutes be accepted as recorded. The motion was seconded by Mrs. Humphrey. Motion passed unanimously.

II. PUBLIC COMMENT

A. None

III. PUBLIC HEARING

A. None

IV. UNFINISHED BUSINESS

A. None

V. ITEMS SCHEDULED FOR BOARD APPROVAL

- A. Prop 39 ADA Acceptance Letter for SY 2024-25-** Ms. Smith distributed and reviewed CATCH Prep's Prop 39 ADA acceptance letter. She informed the Board that the District has accepted CATCH'S in-district classroom ADA projection for the 2024-25 fiscal year, as follows: 131.00. Ms. Smith mentioned that CATCH may have to revise the ADA projections as enrollment is trending down. Ms. Pruitt questioned if CATCH still has an opportunity to submit a revision before CATCH receives an allocation charge. In response, Ms. Smith assured the Board that the deadline for ADA revision is toward the beginning of the school year. Mrs. Humphrey moved that the letter be approved as presented. Ms. Pruitt seconded and the motion passed unanimously.
- B. FY23 Audited Financial Report-** Ms. Brittany presented the Board the final FY 23 Annual Independent Audited Financial Report. The Board reviewed the report, specifically pages 4 through 6 that indicates actual totals for the year end, and page 27. Ms. Brittany summarized the audit results. No questions were raised. Ms. Pruitt made a motion for the Board to approve the FY23 Audited Financial report as presented. Ms. Humphrey seconded and the motion passed unanimously.
- C. FY24 First Interim Financial Report-** Ms. Brittany distributed the First Interim report and balance sheet reviewing actuals column (C) as of October 31, 2023. Ms. Brittany noted \$790,562.27 in revenue and \$632,820.07 in expenses, with a \$157,742.20 excess of revenues over expenses. Ms. Shaw questioned the projected column totals. Ms. Brittany explained that projections will be lower in the next interim due to the decrease in ADA. No further questions were asked. Ms. Pruitt made a motion for the Board to approve the FY24 First Interim Financial report as presented. Mrs. Humphrey seconded and motion passed unanimously.
- D. Charter School Compliance Monitoring 2023-2024-** Ms. Smith distributed the Charter School Compliance Monitoring letter and checklist. Ms. Taniguchi and Ms. Brittany presented the Board with supporting documentation. The Board reviewed the information. Ms. Pruitt made a motion for The Board to approve the checklist as presented. Ms. Humphrey seconded and motion passed unanimously.

VI. ITEMS SCHEDULED FOR INFORMATION

A. Brown Act and Board Member Training Documentation Review- Video training and test.

B. Fiscal Reports- Ms. Brittany reviewed the financial statements with the Board. Ms Brittany stated current balances in asset accounts and expenses assuring the board that CATCH financially is in good standing.

VII. ADJOURNMENT

Mrs. . Humphrey motioned that the meeting be adjourned. Vice President Andreda Pruitt 2nd the motion. President Shaw adjourned the meeting at 6:20 p.m.

Respectfully Submitted

Joan Humphrey

Joan Humphrey, Board Secretary